

Brio Explorer Installation Guide

1. Insert Brio Enterprise disk into your computer.
2. Click on 'Install Client Software' on the right hand side of the screen.
3. Type in the install key found on the white label with the registration card, i.e. 'Install key: AAAAAA'.
4. Click 'Next'.
5. Click 'Yes'.
6. Type in the serial number found on the white label with the registration card, i.e. 'Serial Number: 356292424-999999999'.
7. Click 'Next'.
8. Click 'Next'.
9. Click 'Next'.
10. Click 'Next'.
11. Click 'Next'. (Brio Explorer should now be installing on the machine.)
12. Click 'Next'.
13. Click 'Finish'.
14. Click 'Finish'.
15. Start up Brio Explorer from the Start on your Desktop task bar: Start => Programs => BrioQuery Explorer => BrioQuery Explorer.
16. The Welcome to BrioQuery screen should now be on the screen. Click on the down arrow and choose Repository Document.
17. Select a Recent database connection file under the Repository Document box.
18. Select Admdevelopment.occ and click OK.
19. Enter User ID and password. Click 'OK'. This will connect you to the database.
20. After entering the User ID and password, the open from repository box appears.
21. Click on the + sign next to 'AgencyWide Core Reports'.

22. Click on the + sign next to 'Standard Query with Reports'. This will list all the agencywide reports. To enlarge the left box (to see the full report name) grab the right bottom corner of the left box and drag to the desired size.
23. Double click on any report. This will select the report.
24. Click the process button at the top of the screen.